

SECRET

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 7-1-4MANAGEMENT
30 June 1967

AMENDMENT TO THE MANAGEMENT INFORMATION SYSTEM ACTIVITY CODES

1. Effective immediately all NPIC components will use the following list of activity codes in place of the 700 and 800 series activity codes appearing in NPIC Handbook 25X1
Management Information System Procedures, dated August 1965, pp 30-34. The new codes are intended to simplify the accounting by individuals of time spent in an administrative or training capacity.

2. Questions concerning these changes should be referred to the Management Information Branch, MSS 25X1

<u>CODE</u>	<u>ACTIVITY</u>	<u>DEFINITION</u>	<u>LIMITATIONS:</u> <u>(TO BE USED ONLY BY)</u>
(710)	Management	Regular performance of manager's and supervisor's duties	Director, Deputy Director, Assistants to Director; Division and Staff Chiefs, Branch Chiefs, Section Chiefs and their Deputies
712	Management Support	Work performed by special assistants & staff personnel in direct support of managers and supervisors	Personnel in all Divisions and Staffs engaged in these duties
720	Secretarial & Clerical Services	All clerical duties including preparation of correspondence, filing, logging and other component administrative tasks	All clerical personnel

Declassification Review by
NGA**SECRET**

GROUP 1 Excluded from automatic downgrading and declassification
--

SECRETNPIC NOTICE
NO. 7-1-4MANAGEMENT
30 June 1967

<u>CODE</u>	<u>ACTIVITY</u>	<u>DEFINITION</u>	<u>LIMITATIONS: (TO BE USED ONLY BY)</u>
730	Security	Work performed by Security Branch/Support Staff	Security Officers
731	Security Escort Duty	Division and Staff Security Escort Duty	Division and Staff personnel other than Security Branch when performing escort duty
750	Logistics Administration	Work performed by Logistics Branch/SS	Logistics Officers
755	Equipment Procurement and Servicing	Work performed by Division and Staff personnel related to the purchase or maintenance of supplies and equipment	Division and Staff personnel, other than Logistics Officers, and TDS Equipment Performance Staff
760	Personnel Administration	Work performed by Personnel Branch/SS	Personnel Officers
770	Research & Development	Work performed by TDS	Professional members of TDS; includes Test & Evaluation but excludes maintenance
771	Equipment Performance/Maintenance	Work performed in the maintenance of equipment	Equipment Performance Staff maintenance only
790	Operations Support	Work performed by the Operations Staff including the Signal Center personnel	Professional members of Operations Staff and Commo specialists

SECRET

SECRETNPIC NOTICE
NO. 7-1-4MANAGEMENT
30 June 1967

<u>CODE</u>	<u>ACTIVITY</u>	<u>DEFINITION</u>	<u>LIMITATIONS: (TO BE USED ONLY BY)</u>
800	Information Exchange	Participation in briefings, meetings, and consultations; and preparation for such exchanges	All personnel when engaged in this activity
820	Training Attendance	Attendance at internal or external training courses, tours, and participation in on-the-job training	All personnel when engaged in this activity
821	Training Administration	Work performed by Training Branch/SS	Training Branch Officers
822	Preparation of Training Courses	Work performed in preparation for conducting training courses	All personnel when engaged in this activity
841	Annual Leave	As described in leave regulations	All personnel (includes both civilian and military personnel on regular annual leave)
842	Sick Leave	As described in leave regulations	All personnel
843	Military Leave	As described in leave regulations	Civilian personnel when on Reserve Active Duty Tours
844	Admin Leave	As described in leave regulations	All personnel when on authorized administrative leave including official snow days

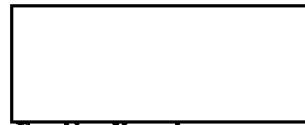
SECRET

SECRET

NPIC NOTICE
NO. 7-1-4

MANAGEMENT
30 June 1967

<u>CODE</u>	<u>ACTIVITY</u>	<u>DEFINITION</u>	<u>LIMITATIONS:</u> <u>(TO BE USED ONLY BY)</u>
845	LWOP	As described in leave regulations	Applicable personnel NOTE: Components will not submit time sheets for employees on LWOP for periods in excess of one (1) week
850	SpAD Admin- istrative Leave		Applicable to SpAD personnel only



E. H. Knoche
Executive Director

25X1

Distribution: No. 4

SECRET